

Application Pack

Vacancy Title:	Support for Learning Assistant – After School School
Hours/FTE:	Part time, 21.5 hours per week, term time only.
Closing date:	12 noon on Thursday 21 September 2023
Interview date:	Interviews will likely be held week commencing 25 September 2023
Salary:	£27,344 - £30,151 pro rata per annum (NJC Grade 8 points 18 – 23). Actual salary £13,469 per annum
Hours of work:	Monday – Thursday 12pm – 4.30pm, Friday 12pm – 3.30pm, with some flexibility.

Job details

Based in our student support unit, you will play a crucial role in delivering effective tuition to individuals or small groups of students accessing our alternative provision, which helps students reset their approach to school.

Ideally experienced in working with young people, you must be a clear communicator and able to deal calmly with students in a positive manner. You should be comfortable setting clear guidelines for students on standards of behaviour and achievement.

Flexibility, resilience and the ability to relate to young people, and others, in a positive way is essential.

Gillotts aims to maximise achievement through effective and inspiring teaching and support to students, so if you share these values and would like to join this supportive and high-achieving school, we'd like to hear from you.

For more details, please contact us or visit the school website at www.gillotts.org.uk

Closing date for applications: 12 noon on Thursday 21 September 2023
Interviews will be held shortly after the closing date

A Gillotts School application form must be completed.

Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All staff are expected to promote fundamental British values. The successful candidate will be required to undertake an Enhanced DBS Disclosure.

Gillotts School is a registered company limited by guarantee.
Reg Number: 07954417



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Please note a Gillotts application form must be completed in full, in all cases. Completed applications should be submitted to applications@gillotts.org.uk.

September 2023

Dear colleague

Thank you for your interest in joining the staff of Gillotts School.

Gillotts is a very successful comprehensive academy. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of attainment but also to help students to experience the real joy of learning so that their learning goes on long after they have left school.

Our support staff are a highly motivated, dynamic and committed team. The invaluable assistance they provide underpins the work of the teaching staff in supporting our students' learning. We work together to this end.

Enclosed is a job description and person specification for the Support for Learning Assistant post. This role is key in supporting the progress and learning of students placed in our alternative provision, "After-School School". Based in our student support unit, Gateway, the postholder works often on a one to one basis with an individual student for a period of a week initially, although in some cases it may be longer.

Please do not hesitate to ring us if you would like to discuss the post before submitting your application. We are as interested in potential as we are in experience and full training will be given. Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for the post.

The closing date for applications is noon Thursday 21 September. Interviews are likely to take place week commencing 25 September 2023. Please note that a Gillotts application form must be completed in all cases. We will only consider a CV as supplementary to a fully completed application form.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced Disclosure via the Disclosure and Barring Service.

I look forward to reading your application and to welcoming an enthusiastic and experienced colleague to Gillotts.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description

Role: Support for learning assistant (After-school School)

Accountable to: Assistant Headteacher (Student Progress)

Current post holder: vacant

Conditions of service: APT&C Grade 8 – 21.5 hours per week, term time only
12-4.30pm Monday to Thursday, 12-3.30pm Fridays. Note that hours of work may be flexible, depending on whether students are in After-School School

Objectives:

- to deliver individual and occasionally small group tuition to students placed in After-school School by the Assistant Headteacher, liaising closely with the students' subject teachers to maximise impact

Main areas of responsibility:

1. Deliver individual and occasionally small group tuition to students placed in After-school School (ASS) by the Assistant Headteacher, in particular to:
 - a) Ensure work is provided by the subject teachers
 - b) Plan the programme for the student(s) for each day, including homework
 - c) Monitor learning, behaviour and meeting of expectations over the time in After-school School (initially five days) and complete the daily ASS log
 - d) Liaise with the Head of House and subject teachers during ASS
 - e) Provide feedback to Head of House and Assistant Headteacher, in particular to allow them to assess if ASS has been 'passed' and agree next steps
2. Establish and maintain appropriately high levels of expectation by setting down clear guidelines for good standards of behaviour and achievement within the sessions including the careful presentation of work and the care of books and equipment
3. Contribute to the work of Gateway unit, working with the Support for learning key worker and Support for learning assistant
4. Undertake any reasonable tasks, as directed by the Headteacher

The duties of the post may vary from time to time without changing the general character or the level of responsibility.

Child Protection *The postholder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person specification

Experience and qualifications

- Experience of working with young people with additional needs (essential)
- Experience of supporting young people's learning (desirable)
- Education to A level or equivalent
- Meet HLTA standards or equivalent qualification or experience (essential)
- Experience of being held accountable for outcomes
- Suitability to work with young people*

Knowledge and Skills

- Knowledge of literacy and numeracy intervention and teaching strategies, including the national strategies and the national curriculum
- Full working knowledge of relevant codes of practice and legislation
- Good understanding of child development and learning processes
- Ability to work constructively as part of a team
- Able to form and maintain appropriate relationships and personal boundaries with young people*
- Constantly improves own practice through self evaluation and learning from others
- Have good people skills and relate well to young people and adults
- Be a good communicator and have a good level of oral and writing skills
- Have good IT skills and be able to use these effectively to support learning
- Ability to deal calmly with difficult situations

Personal

- Emotional resilience*
- Able to be flexible in relation to working hours
- In good health and have a good attendance record
- A liking for a busy environment, interacting with people of all ages
- Be well organised, self-motivated and hard working, with good time management skills

* DfE – Safeguarding Children – Recruitment and Selection June 2005



About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places innovation in teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the GCSEs taken in 2023, 67% of students achieved grade 5 or above in English and Mathematics.

Gillotts however also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone – Kindness, respect, living without harm

Vision

Gillotts is a high performing school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing young people who make a positive contribution to society now and in their future lives.

Values

Dedication to learning

We thrive as learners, embracing challenges and thinking hard. Our rich and broad curriculum, delivered through expert teaching, enriches students' lives. We support everyone, students and staff, to be the best they can be.

Respect and kindness

We treat our students, families, staff and wider community with respect and kindness – modelling our values and wanting the very best for each other.

Integrity and trust

We put ethical leadership at the heart of our work, serving our community with fairness and honesty.

Vision for the medium term

Gillotts School is proud of its successes and proud of its identity. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves and develop them as independent learners, ready for the challenges ahead.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Teaching and learning are at the heart of this school. We see Assessment for Learning as the single most powerful lever for improved teaching and learning, and hence improved attainment and progress. We continue to develop an increasingly personalised approach to CPD recognising that teachers, as professionals, are the best placed to drive their own development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to ICT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. A comprehensive and flexible ICT solution is an essential means to this end. Every student has access to a handheld device to motivate and support learning. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, "Not by ourselves alone", will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire and students and staff to move the school's performance to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site. It will support us to meet the challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school**

This document was adopted at a meeting of the Governing Body on 28 November 2022. It is reviewed annually.

Catharine Darnton
Headteacher

David Gorsuch
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.

Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.